

1 August 1975

MEMORANDUM FOR: Deputy Director for Administration

SUBJECT : Office of Personnel Report -- Week
Ending 1 August 1975

1. Upward Mobility: The Chief, Clerical Staffing Branch visited the Civil Service Commission on Monday, 28 July, and received good reports on 18 of the 19 Upward Mobility employees (hire the disadvantaged program) undergoing their third and final week of training there. Actions promoting the 18 to GS-03 were approved to be effective on 3 August 1975. A determination concerning the continued employment of the employee who has not successfully completed the Civil Service Commission training will be made within the next few days.

2. Retirements 1 July through 1 August 1975:

A. Retired 1 July through 29 July 1975: 49

B. Pending through 1 August:

| | <u>CIARDS</u> | <u>CSC</u> | <u>Totals</u> | |
|----------------------|---------------|------------|---------------|------------|
| Voluntary | 74 | 15 | 89 | |
| Involuntary | 54 | -- | 54 | |
| Discontinued Service | -- | 61 | 61 | |
| Mandatory | 1 | 3 | 4 | |
| Disability | 4 | 3 | 7 | |
| | 133 | 82 | 215 | 215 |
| | | | | <u>264</u> |

3. Summer Interns:

a. The Interns were very pleased with the briefings and tour of NPIC on 29 July. On 5 August they will be briefed by the Director of Economic Research and tour the CIA Operations Center.

b. Career counseling of the Interns continues. Three have already been referred to the CT Program for interviews.

4. Co-op's:

a. Audit Staff has reactivated its Co-op program. Two of their three jobs have already been filled by the transfer of one Co-op from OF and one recruited from a new master's degree program in accounting at Georgetown.

b. The Associate Co-op Coordinator from the University of Maryland Baltimore Campus visited the Agency's Co-op office this week.

5. Educational Aid Fund: Letters are being prepared for mailing to EAF applicants announcing the winners.

6. HMAB: The Honor and Merit Awards Board considered 13 cases at the regular meeting on 29 July. In the meantime 23 new cases have been received, 10 of which are for service in Vietnam. A special meeting of the Board has been scheduled for 6 August for review of these recommendations.

7. Objectives: We forwarded to DDA Plans Staff a copy of the objectives this office plans to track with DDA in FY 1976.

8. APP: Chief, Review Staff/OP and Mr. [] met with DDA Personnel Officers to participate in a briefing on the FY 1976 APP.

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9. Success Story: Mrs. [] wife of [] was one of 10 finalists selected in the Pennsylvania State Lottery. The prize winning drawings were held on 28 July in Harrisburg. The prizes were as follows: eight finalists received \$10,000; one finalist received \$50,000; and one finalist received \$1,000 per week for the rest of his life. Mary Ann did not win the big money but received \$10,000 as a result of the initial drawing.

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10. Special Advertising: Advertising for candidates in Signal Processing Research and Information Systems Research has been placed with Gaynor and Ducas at the request of ORD. The ad is scheduled to run in a forthcoming edition of the New York Times and the Los Angeles Times.

11. New Assistant Counsel: On 4 August 1975 we will enter on duty, as an Assistant General Counsel, Mr. []

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12. Rehired Annuitants: The following rehired annuitant cases were approved for the DDA:

[Redacted]

Coming Events:

1. We are preparing for discussions with the Directorates concerning ranking groups and managerial attributes.

2. We plan to complete our review of the revision of

[Redacted]

[Redacted]

F. W. M. Janney
Director of Personnel

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